

**MARYLAND DEPARTMENT OF THE ENVIRONMENT**  
Land Management Administration • Technical Services and Operations Program  
1800 Washington Blvd. • Suite 610 • Baltimore, Maryland 21230-1719  
410-537-3314 • 800-633-6101 x3314 • [www.mde.state.md.us/recycling](http://www.mde.state.md.us/recycling)

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**Annual Business Recycling Reporting Survey**  
**JANUARY 1<sup>st</sup> – DECEMBER 31<sup>st</sup>**

Date: \_\_\_\_\_

Company/Facility Name: \_\_\_\_\_

Address of Company/Facility: \_\_\_\_\_

(STREET)

\_\_\_\_\_  
(CITY, STATE, ZIP CODE)

\_\_\_\_\_  
(COUNTY)

Company/Facility Contact Information: \_\_\_\_\_

Contact Address: \_\_\_\_\_

(if different from facility address)

Job Title: \_\_\_\_\_ Phone #: \_\_\_\_\_

E-mail: \_\_\_\_\_ Fax #: \_\_\_\_\_

Thank you very much for your cooperation! Completed Business Recycling Reports **should be returned to the County Recycling Coordinator** (not the Maryland Department of the Environment) where the facility is located by **February 1, 2010**. The County Contact Information is:

Office/Facility Name: \_\_\_\_\_

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**A1. Solid Waste Contractors**

These are the entities that remove the disposed waste materials from the company/facility – not who collects the material throughout the company/facility such as housekeeping or custodial staff.

**Solid Waste** (*i.e.*, trash) **Contractor/Hauler(s):** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**A1a.** To which Maryland Permitted Solid Waste Acceptance Facility (MPSWAF) was the waste disposed (see “Maryland Permitted Solid Waste Acceptance Facilities” list available in the “County Coordinator Resources” section on MDE’s waste diversion web page at [www.mde.state.md.us/recycling](http://www.mde.state.md.us/recycling)) by each of the company/facility solid waste contractor(s)? If the waste was not captured by any MPSWAF, please report as such.

**NOTE:** There is no need to track the waste disposed to the end market. Only the 1<sup>st</sup> MPSWAF needs to be listed. For example if Acme Inc., sent their waste to MPSWAF 1 who sent it to MPSWAF 2 who sent it to Virginia Landfill 1, the waste only needs to be tracked to MPSWAF 1 (*e.g.*, Acme Inc. – MPSWAF 1). If, however, Acme Inc., sent their waste directly to Virginia Landfill 1, then they need to report that the waste for Acme was not captured by a MPSWAF (*e.g.*, Acme Inc. – no MPSWAF).

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**A2. Option 1 – Waste Disposed** (Complete Section A2 **ONLY** if waste disposed by a solid waste contractor is NOT captured by a MPSWAF. See Section A1a, above.). Waste disposed totals reported in this section must also be reported in “Table A1 – Waste Disposed” of the “MRA Tonnage Reporting Survey”.

Waste Hauler	City/State Waste Disposed Sent	Type of Facility *	Waste Type **	Total Waste Disposed (tons)

Office/Facility Name: \_\_\_\_\_

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Waste Hauler	City/State Waste Disposed Sent	Type of Facility *	Waste Type **	Total Waste Disposed (tons)
<b>TOTAL</b>				

\* Categories include landfill, incinerator, processing facility, transfer station.

\*\* Categories include but not limited to: mixed trash, appliances, asbestos, asphalt, construction & demolition, food, incinerator ash, landclearing debris, landscaping debris, medical waste, metal, sewage sludge, soil, textiles (e.g., clothes, mattresses, etc.), tires, and other (please detail).

### Option 2 – Waste Disposed (Use ONLY if A2, Option 1 is not available.)

Calculate approximate tons of waste disposed. The next chart and table will help you determine the amount of solid waste **disposed** by your facility. Number of solid waste dumpsters used by your facility:

_____ 2 yd <sup>3</sup> dumpster(s)	_____ 30 yd <sup>3</sup> open top(s)
_____ 4 yd <sup>3</sup> dumpster(s)	_____ 20 yd <sup>3</sup> compactor(s)
_____ 6 yd <sup>3</sup> dumpster(s)	_____ 30 yd <sup>3</sup> compactor(s)
_____ 8 yd <sup>3</sup> dumpster(s)	_____
_____ 20 yd <sup>3</sup> open top(s)	_____

Use the information above to complete the following table. (Note: Compactor totals need to be calculated in the rows indicated with “Compactor” in the “Size of dumpster (yd<sup>3</sup>)” column at the end of the table.)

Size of dumpster (yd <sup>3</sup> s)	X	No. of this Type of dumpster	X	Frequency of pick- up/week	X	Yd <sup>3</sup> s to tons (.05) ratio	=	Tons/week	X	No. of weeks /year operating between Jan-Dec	=	Total tons of waste disposed between Jan-Dec
Ex.: 8	x	2	x	2	x	0.05	=	1.6	x	52	=	83.2

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Size of dumpster (yd <sup>3</sup> s)	X	No. of this Type of dumpster	X	Frequency of pick-up/week	X	Yd <sup>3</sup> s to tons (.05) ratio	=	Tons/week	X	No. of weeks /year operating between Jan-Dec	=	Total tons of waste disposed between Jan-Dec
Compactor	x		x		x	0.15	=		x		=	
Compactor	x		x		x	0.15	=		x		=	
Compactor	x		x		x	0.15	=		x		=	
<b>Total Solid Waste <u>Disposed</u> from Your Agency Location</b>												<b>tons</b>

**B1. Recycling Materials**

CATEGORY	MATERIALS	<b>TONS RECYCLED *</b>	CONTRACTOR/MARKET for MATERIAL
<b>COMMINGLED CONTAINERS</b>	Commingled Containers		
<b>COMPOSTED/ MULCHED <sup>1</sup></b>	Food Waste (composted/mulched only – also see “Food Waste” in “Other Materials”)		
	Landclearing Debris		
	Landscaping Debris	Brush and Branches	
		Grass	
		Leaves	
		Mixed Yard Waste	
	MSW Composted <sup>2</sup>		
	Wood Materials <sup>3</sup>		
	Other <sup>5</sup> :		
<b>GLASS</b>	Brown Glass		
	Clear Glass		
	Green Glass		
	Mixed Glass		
	Fluorescent Lights		
	Other <sup>5</sup> :		
<b>METALS</b>	Aluminum Cans		

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CATEGORY	MATERIALS	<b>TONS RECYCLED *</b>	CONTRACTOR/MARKET for MATERIAL
	Lead-Acid (Auto) Batteries		
	Litho Plates		
	Mixed Cans (Aluminum & Tin/Steel)		
	Oil Filters		
	Scrap Automobiles		
	Scrap Metal		
	Tin/Steel Cans		
	White Goods		
	Other <sup>5</sup> :		
<b>PAPER</b>	Corrugated Cardboard		
	Magazines		
	Mixed Paper		
	Newspaper		
	Office/Computer/White Paper		
	Telephone Directories		
	Other <sup>5</sup> :		
<b>PLASTIC</b>	Film Plastic		
	Mixed Plastic bottles		
	Shrink Wrap		
	Other <sup>5</sup> :		
<b>OTHER MATERIALS</b>	Antifreeze		
	Animal Protein/Solid Fat		
	Asphalt		
	Coal Ash (Fly Ash, Pozzolan)		
	Concrete		

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CATEGORY	MATERIALS	<b>TONS RECYCLED *</b>	CONTRACTOR/MARKET for MATERIAL
	Construction & Demolition Debris		
	Electronics/Computer Equipment		
	Food Waste (non-composted/mulched)		
	Industrial Fluids (e.g., cleaning pesticides, etc.)		
	MSW-to-Energy Ash		
	Pallets (Refurbished)		
	Sewage Sludge		
	Soil		
	Textiles		
	Toner Cartridges		
	Tires (Recycled) <sup>4</sup>		
	Tires (Retread)		
	Tires (Cement Kiln – 12% of total)		
	Waste Oil		
	Other <sup>5</sup> :		
	Other <sup>5</sup> :		
	Other <sup>5</sup> :		
<b>Total from Table B1b</b>			
<b>TOTAL TONS MRA MATERIALS</b>		<b>tons</b>	

\* One ton = 2,000 pounds. See volume to weight conversion table on page 6 to help determine tonnages.

1 The material must be composted or mulched and marketed! **Simply spreading a material on a field DOES NOT constitute a composted/mulched material and does not count as a recyclable material.** Composted/mulched material that ends up being disposed in a landfill does not count as a recyclable material.

2 Consists of non-source-separated MSW materials (*i.e.*, trash).

3 Includes recycling of wood products (*e.g.*, pallets, crates, barrels, wood furniture, canes, crutches, etc.). **Materials must be mulched or composted ONLY.** Otherwise, include in “Other Materials” category.

4 Tires that are recycled into new products containing rubber (*e.g.*, trashcans, storage containers, rubberized asphalt, etc.), and use of whole tires for playground and reef construction. **Tires sent to an incinerator DO NOT count as recycling.**

5 List the material. If space is needed for additional materials, please use Table B1b.

## **B1b. Other Recycling Materials**

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CATEGORY / RECYCLABLE (e.g., Metals/Litho Plates)	<b>TONS</b> RECYCLED*	CONTRACTOR/MARKET for MATERIAL
<b>TOTAL</b> (Report in "Total from Table B1b" in Table B1)	<b>tons</b>	

.....  
 I certify, to the best of my knowledge, that the totals claimed on this form are accurate and based upon actual records. These tonnage records will be made available to MDE for auditing purposes, if requested.

**FACILITY CONTACT (or County Contact if completing for the business)**

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Print Name and Title

\_\_\_\_\_  
 Date

**Volume to Weight Conversion Table**

Material	Volume	. Weight	Material	Volume	. Weight
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Office/Facility Name: \_\_\_\_\_

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Aluminum cans-whole	1 yd <sup>3</sup>	63 lbs.	Metal license tags*	1 tag	0.31 lbs.
Antifreeze*	1 gallon	9.8 lbs.	Mixed wood	1 yd <sup>3</sup>	372 lbs.
Asphalt*	1 yd <sup>3</sup>	1,380 lbs.	Motor oil*	1 gallon	7 lbs.
Cardboard-compacted	1 yd <sup>3</sup>	400 lbs.	Motor oil filters	1 filter	1 lb.
Cardboard-uncompacted	1 yd <sup>3</sup>	50-150 lbs.^	Newspaper-uncompacted	1 yd <sup>3</sup>	433 lbs.
Commingled containers	1 yd <sup>3</sup>	248 lbs.	Office paper-computer	1 yd <sup>3</sup>	655 lbs.
Computer CPU	1 CPU	35 lbs.	Office paper-mixed	1 yd <sup>3</sup>	435 lbs.
Computer keyboard	1 keyboard	2.5 lbs.	Paint	1 gallon	10 lbs.
Computer monitor	1 monitor	41 lbs.	Pallets	1 pallet	40 lbs.
Concrete	1 yd <sup>3</sup>	4,000 lbs.	Plastic bottles-whole	1 yd <sup>3</sup>	32 lbs.
Fluorescent light tubes	1 tube	0.83 lbs.	Scrap tires-car/truck	1 tire	21/70 lbs.
Frying grease	55 gal. drum	405 lbs.	Telephone directories	1 book	4.5 lbs.
Glass	1 yd <sup>3</sup>	600-1,400 lbs.+	Tin/steel cans-whole/flattened	1 yd <sup>3</sup>	150/850 lbs.
Industrial Fluids*	1 gallon	8.5 lbs.	White goods (large)	1 item	143 lbs.
Laser toner cartridges	1 cartridge	3 lbs.	Yard waste-compacted	1 yd <sup>3</sup>	700 lbs.
Lead acid batteries	1 battery	39-53 lbs.**	Yard waste-uncompacted	1 yd <sup>3</sup>	470 lbs.

^ Loose, unflattened cardboard weighs 50 lbs./yd<sup>3</sup>, crushed cardboard weighs closer to 150 lbs./yd<sup>3</sup>.

\* Should be included as a **Non-MRA Material** on page 3.

+ 600 lbs. for whole glass, 1,400 lbs. for manually broken glass.

\*\* 39 lbs. for a car battery, 53 lbs. for a truck battery.

### Other helpful hints to determine recycling weights:

**Aluminum cans:** flattened 1 yd<sup>3</sup> weighs 340 lbs., uncompacted 1 full grocery bag weighs 1.5 lbs., uncompacted 1 case of 24 cans weighs 0.75 lbs., 32 cans weigh 1 lb.

**Glass:** 1 case of 24-8 oz. glass containers weigh 12 lbs., 24-12 oz. glass containers weigh 14 lbs., manually broken bottles in a 55-gallon drum weigh 300 lbs.

**Gaylord box:** approx. 1 yd<sup>3</sup> (3'x3'x3')